Self-Initiate
Highlights

Applications Impacted

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Self-Initiating Cases is the process by which an A/BO, A/OPC, and anyone above in the hierarchy can flag a transaction that previously was not flagged as 'at risk' in Data Mining. This action then requires the disposition of the case at the A/BO Level.

How do I access it?

- ❖ Select “Data Mining”
- ❖ Select “Case Management”
- ❖ Select “Create” button in the view column on the “Account Details” or “Transaction Details” screens

There is no way to cancel a self-initiation. The A/BO Level (A/BO, Alternate A/BO, or A/BO Supervisor) must disposition the case.

Who will find this useful?

A/OPCs and above that are performing program management oversight functions.

How should it be used?

When an A/OPC determines a transaction requires additional scrutiny the A/OPC should self-initiate a case to require a review by the A/BO. The A/OPC can then perform an independent review. These results can be used to fulfill the transaction review portion of the Annual Managing Account Review.

Additionally, if an administrative action is taken for a non-flagged transaction, an A/OPC should self-initiate a case to link the disciplinary action with the transaction. The PCPO can then run a report to fulfill the OMB Reporting Requirement.

The self-Initiated field can be found below the existing *Transaction Amount* field when viewing a case in Case Manager. This field will display whether the case was self-initiated.

LINKS: *PCOLS Application* *DPAP Purchase Card* *DAU PCOLS*